
INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: March 14, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

Memos: Thom Moton, City Manager

- *City/BAPS Communication and Coordination*
- *Tiger Hill Tank Leak*

Memo: Anthony Daniel, Director of Utilities

Broken Arrow Fats, Oil Grease Program

Report: Norm Stephens, Assistant to the City Manager / Economic Development Coordinator /
Acting Communications Director

2013 Annual Report

Reports: Tom Caldwell, Director of Finance

Sales Tax Report

Lee Zirk, Director of General Services

General Services Monthly Report

Reports: Michael Skates, Director of Development Services

Notice of Special Event Permits Approved, (report)

2. GENERAL CORRESPONDENCE / NOTIFICATION

Memo: Norm Stephens, Assistant to the City Manager / Economic Development Coordinator /
Acting Communications Director

Warren Theatre

Press Release: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Communications Director

Broadway and Main Construction

Press Release: Broken Arrow Police Department

Alcohol Compliance Checks

Arbor Day Foundation

Arbor Day Foundation names Broken Arrow Tree City USA

3. SPECIAL EVENTS / ACTIVITIES

Event: Scott Esmond, Director of Recreation, Parks, Cultural Affairs & Tourism
Vietnam Veterans' Memorial Day at the Military History Museum
March 20, 2014 from 10:00 a.m.-3:00 p.m.

Event: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Communications Director
Chick-Fil-A, newest location west of Walgreens near Kenosha and Lynn Lane
March 15, 2014 from 11:00 a.m. -1:30 p.m. see event schedule

Event: "ShamRock the Rose" Preliminary Site Plan
March 15, 2014 from 7:00 a.m. -midnight

Notices of City Council Meetings and Events:
Four Items

Respectfully submitted,



Thomas M. Moton, Jr.

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

INTEROFFICE MEMO

To: Tom Hendrix, Acting Engineering and Construction Director
Michael Skates, Development Services Director
Jeff Jenkins, Assistant City Manager
Anthony Daniel, Utilities Director

CC: James Annas, Acting Fire Chief
Farhad Daroga, City Planner
Joe Williford, Chief Building Inspector
Allen Stanton, Commercial Plans Examiner
David Boggs, Police Chief
Scott Esmond, Recreation, Parks, Cultural Affairs, and Tourism Director

From: Thomas M. Moton, Jr., City Manager

Date: March 10, 2014

Re: City/BAPS Communication and Coordination

Between Broken Arrow Public Schools and the City of Broken Arrow, there are significant developments that occur and often impact each organization. New school facilities, renovation of existing facilities, closure of facilities, construction of new City roadways, water and sewer lines, zoning administration, and building permitting and inspections are just a few of the areas that each organization's activities can impact the other. As you may know, Dr. Jared Mendenhall, the Superintendent of Broken Arrow Public Schools, and I meet every month to discuss issues of mutual interest. Over the past year, he and I have found that our meetings have yielded tremendous benefit as a result of increased communication and information sharing.

We believe those benefits can be extended if we were to assemble key personnel from our respective organizations on a monthly basis. Our goal is to increase the level of communication between our organizations, increase the level of communication with the appropriate personnel within our organizations, and increase the level of coordination that occurs between significant activities implemented by either organization that can be expected to have an impact on the other.

To that end, Dr. Mendenhall and I have formed a joint City/Schools Operational Committee. He and I will kick off the Committee with a meeting on Friday, March 28th at 3 pm at the BAPS Central on Main, Room 128. A meeting invitation will be sent to those persons required to participate in the Committee meetings and the kick off meeting. Those persons copied on this memo may desire to participate in this Committee or have a representative from that department. After the kick off meeting, Jeff Jenkins, Assistant City Manager, will coordinate the City's participation at future meetings.

INTEROFFICE MEMO

Thank you in advance for your assistance. Contact me if you have any questions about this memo.

Respectfully submitted,



Thomas M. Moton, Jr., ICMA-CM
City Manager

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager
Thru: Anthony Daniel, Director of Utilities
From: Lauren Wilson, Pretreatment Coordinator
CC:

Date: 3/11/14

Re: Broken Arrow Fats, Oil Grease Control Program

Dear Mr. Moton,

The City of Broken Arrow has developed a Fats, Oils, and Grease (FOG) control program as a means to educate residents about the problems caused by disposing of FOG in the city's sewer system. The Program is intended to regulate commercial wastewater discharge from any facility in Broken Arrow that prepares food for public consumption. The program was developed based on the successful experiences of many agencies throughout the United States. City of Broken Arrow pretreatment personnel have been corresponding with Food Handling Establishment (FHE) managers about maintenance of interceptors and/or grease traps, education of employees, development of Best Management Practices (BMPs), and the beginning of on-going compliance inspections. The primary goal of the City of Broken Arrow FOG Control Program is to reduce sanitary sewer overflows and sewer main blockages caused by FOG. The FOG program will help us to better protect public health and the environment by minimizing public exposure to unsanitary conditions. I have included a table of FHEs in Broken Arrow, as well as procedures for compliance inspections.

Type of Food Handling Establishment	# of sewer customers in Broken Arrow
Restaurants	173
Schools and Daycare Centers with cafeterias	55
Ice Cream and Coffee Shops	12
Taverns that serve food	31
Hospitals and Assisted Living Centers	10
TOTAL:	281

Food Handling Establishment compliance inspection procedures:

- Check last 4 grease trap/interceptor pumping records and manifests
- Check last 4 manifests for recycling used cooking oil
- Check most recent employee training records
- Discuss BMP procedures
- Give managers grease awareness signs to post in their kitchens
- Request oil and grease sample from FHEs with no maintenance records

As you are aware, sanitary sewer overflows (SSOs) can be attributed to many causes, including accumulation of FOG, root mass, deteriorated sewer lines, wet weather flows, and debris buildup. City of Broken Arrow pretreatment personnel have been assembling collection system records to create databases that will help us determine the areas in Broken Arrow that are having the most grease-related SSOs. By controlling the discharge of FOG into the wastewater collection system, FOG buildup in sewer lines can be reduced, thereby reducing the number of sewer line blockages and overflows. In addition, we hope to reduce revenue losses associated with DEQ enforcement actions and tort claims. The City of Broken Arrow collection staff is in the process of determining "hot spot" areas (areas within the collection system that require frequent maintenance), and how these hot spots are related to FOG discharges, and where the FOG originates. The information gathered allows us to determine where our resources should be focused to effectively control FOG discharges and reduce overflows and operational problems in a cost effective manner. Historical records of collection system maintenance activities and grease related overflows are being reviewed on a monthly basis to ascertain any useful information on the causes of SSOs and locations of any FOG-related hotspots. I have included a table showing 2013 SSO records as well as a list of procedures the City of Broken Arrow pretreatment personnel shall use to review the records.

SSO Cause	Occurrences	Percentage
Grease	47	15.16
Roots	26	8.38
Other obstructions	44	14.19
No blockage on City line	193	62.25
2013 TOTAL:	310	

Our system for reviewing these records is outlined below:

- Identify any particular problem sites within the collection system based on SSOs, extent of cleaning frequency, odor reports, and any other type of citizen complaints.
- Review collection system operator's notes, especially on the type of materials being removed during cleaning.
- Compile the information and categorize the hot spots by the incident listed as being caused by grease.
- Produce collection system maps that show the spatial relationships between the hot spots and particular areas of the municipality (e.g., high density or single family residential areas, business districts, and restaurant districts). Explore the use of Geographic Information Systems (GIS) for mapping and data management that can be frequently updated and contain land use information.
- Rate the severity of each hotspot on the map and use this information to determine correlations between upstream use and FOG-related hotspots.
- Characterize the sources of FOG at each FOG-related hotspot. Depending on the source of the FOG, program resources shall be allocated accordingly. For example, if FOG is accumulating downstream of a residential area, resources shall be directed towards public education. However, if FOG problems are occurring downstream of restaurants and business districts, resources shall be allocated towards educating FHEs.

This information is provided in the Broken Arrow Focus newsletter and City of Broken Arrow Pretreatment staff plan to do an update in the fall Focus. A copy of the residential FOG awareness door hanger is attached. Please let me know if I can answer any questions you may have. Thank you very much for your continued support.



DON'T LET YOUR SUMMER NIGHTS BE RUINED BY A SEWER BACKUP IN YOUR HOME

TELL ME MORE. TELL ME MORE

- Residential grease blockages are one of the main causes of sewer overflows and backups.
- When manholes overflow, the raw sewage drains into our rivers, streams, and ponds.
- Cleaning up the environment and homes after sewer overflows and backups is very costly.

YOU'RE THE ONE THAT WE WANT!

You can help by doing these things:

- Do not pour fats, oils, and grease down the sink or garbage disposal. Use the trash. Not the drain.
- Scrape and dry wipe pots, pans, and dishes before washing.
- Cool cooking oil and place into a container such as an empty glass jar or coffee can. Once filled, secure and place in the trash or take to a recycling center.

WE ARE HOPELESSLY DEVOTED TO A CLEAN

BROKEN ARROW



For more information:

Please contact,

Lauren Wilson
Pretreatment Coordinator
City of Broken Arrow
(918) 455-4762 FAX (918) 455-4172
lwilson@brokenarrowok.gov
www.brokenarrowok.gov

Michael Thompson
Pretreatment Technician
City of Broken Arrow
(918) 455-4762 FAX (918) 455-4172
mthompson@brokenarrowok.gov
www.brokenarrowok.gov

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager

From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Communications Director

Date: March 13, 2014

Re: 2013 Annual Report / NTC

The City of Broken Arrow 2013 Annual Report has been printed and delivered. Copies will be provided to City Council Members this week. Additional copies are available in the office of the Acting Communications Director.

To: Mayor and Council Members

From: Thomas M. Moton, Jr., City Manager

Date: March 14, 2014

Re: Tiger Hill Elevated Storage Tower Leak

I advised you on March 12 that the center water storage tower at Tiger Hill is leaking. This tower has a design capacity of 1MG and was constructed in 1964. After discovering the leak, the Utilities staff took the tower out of service until an assessment could be performed. This tower was cleaned and inspected on February 28, 2014. The location of the leak is at the tower's floor and between the steel wall and concrete slab at multiple locations. Staff issued an emergency repair order and the repair process is expected to get underway this weekend. Taking this water tower out of service does not compromise the City's ability to provide drinking water given the current water consumption demand.

Attached are photographs depicting the leaking area. Contact me or Utilities Director Anthony Daniel if you have questions about this memorandum.

Respectfully submitted,

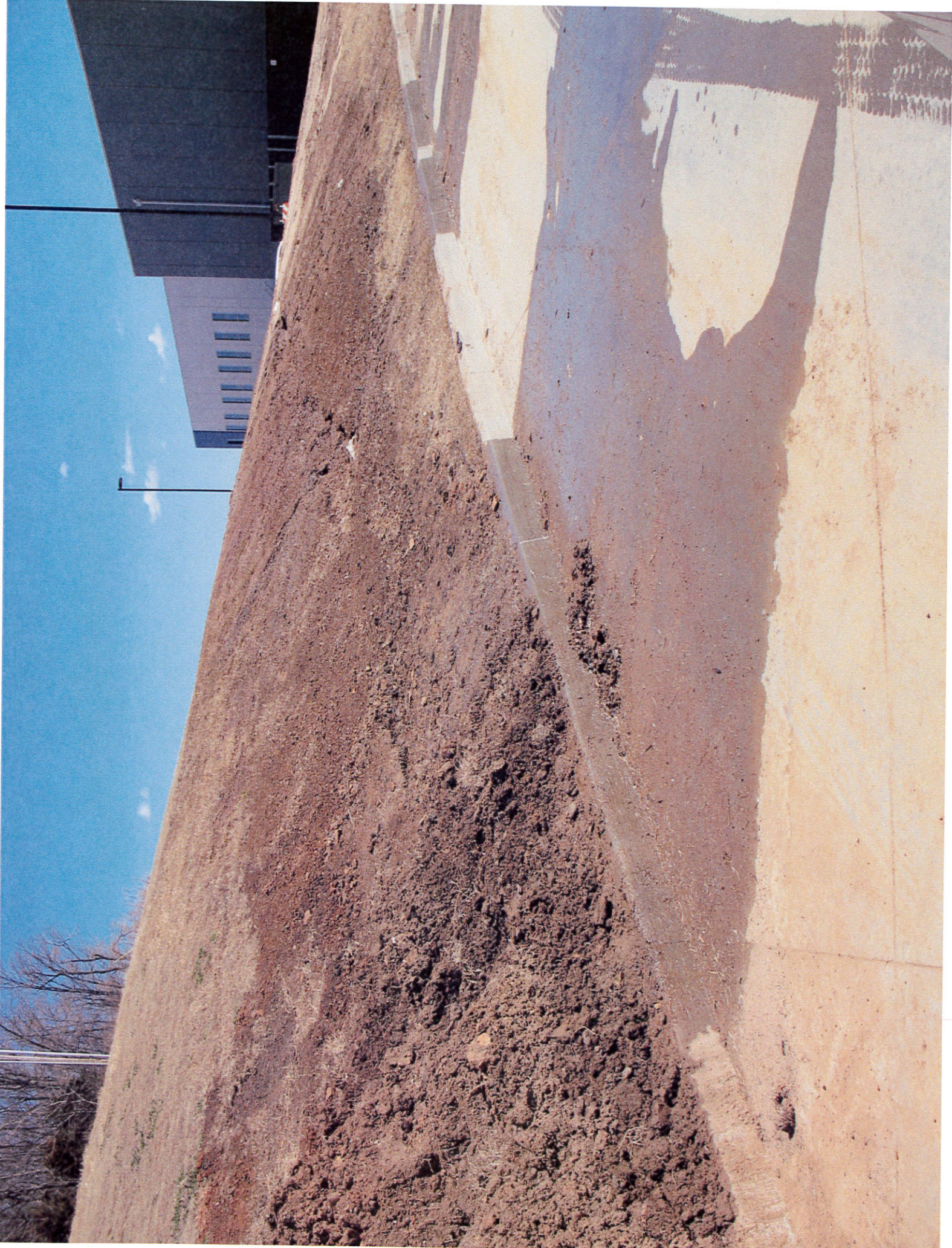


Thomas M. Moton, Jr., ICMA-CM
City Manager













To: Thomas M. Moton, Jr., City Manager
From: Tom Caldwell, Director of Finance
Date: March 12, 2014
Re: Sales Tax Report

Staff reports on sales, use and tobacco taxes are attached for your information.

The sales tax remittance for March, 2014 is above the remittance received in March 2013 by \$41,233. This is a 1.50% increase over last year. This brings the year-to-date receipts up to \$889,912 or 3.33% over last year at this time. However, receipts have been worse than forecasted for the Fiscal Year 2014 budget by \$731,574 or 2.58%.

The use tax receipts for March are \$6,805 or 4.79% less than the same period last year; however, the year-to-date use tax receipts are up 1.70% or \$24,297. Tobacco tax receipts in March are up \$2,185 or 7.04% compared to 2013 but year-to-date tobacco tax is \$17,819 less than last year.

Please see the attached Sales Tax Report.

**CITY OF BROKEN ARROW
SALES TAX REVENUE ANALYSIS**

COMPARISON TO BUDGET (2013-2014)

COMPARISON TO PRIOR YEAR

PERCENTAGE
INCREASE / <DECREASE>

MONTH	BUDGET	ACTUAL		2012-2013	2013-2014	AMOUNT INCREASE <DECREASE>		
	AMOUNT	AMOUNT	DIFFERENCE	ACTUAL	ACTUAL		BUDGET	PRIOR YR
JULY	3,151,544	3,041,463	(110,081)	3,052,667	3,041,463	(11,204)	-3.49%	-0.37%
AUGUST	3,248,819	3,118,713	(130,106)	3,335,569	3,118,713	(216,856)	-4.00%	-6.50%
SEPTEMBER	3,112,302	2,964,784	(147,518)	2,851,746	2,964,784	113,038	-4.74%	3.96%
OCTOBER	3,154,738	2,997,315	(157,423)	2,905,360	2,997,315	91,955	-4.99%	3.17%
NOVEMBER	2,940,112	3,014,560	74,448	2,770,455	3,014,560	244,105	2.53%	8.81%
DECEMBER	3,071,087	3,146,633	75,546	2,778,885	3,146,633	367,748	2.46%	13.23%
JANUARY	3,250,022	3,208,427	(41,595)	3,128,236	3,208,427	80,191	-1.28%	2.56%
FEBRUARY	3,435,215	3,305,413	(129,802)	3,125,711	3,305,413	179,702	-3.78%	5.75%
MARCH	2,955,199	2,790,156	(165,043)	2,748,923	2,790,156	41,233	-5.58%	1.50%
APRIL	2,884,439		0	2,697,298	0	0	0.00%	0.00%
MAY	3,110,153		0	2,827,354	0	0	0.00%	0.00%
JUNE	3,097,370		0	2,857,904	0	0	0.00%	0.00%
TOTAL	37,411,000	27,587,464	(731,574)	35,080,108	27,587,464	889,912	-2.58%	3.33%

GENERAL FUND

SALES TAX
CAPITAL IMPROVEMENT FUND

BROKEN ARROW MUNICIPAL AUTHORITY
SALES TAX

MONTH	ACTUAL 2012-2013	ACTUAL 2013-2014	DIFFERENCE	ACTUAL 2012-2013	ACTUAL 2013-2014	DIFFERENCE	ACTUAL 2012-2013	ACTUAL 2013-2014	DIFFERENCE
JULY	1,526,334	1,520,732	(5,603)	508,779	506,912	(1,867)	1,017,555	1,013,820	(3,735)
AUGUST	1,667,785	1,559,357	(108,429)	555,929	519,787	(36,142)	1,111,855	1,039,570	(72,285)
SEPTEMBER	1,425,873	1,482,392	56,519	475,292	494,132	18,840	950,581	988,260	37,679
OCTOBER	1,452,680	1,498,658	45,978	484,228	499,553	15,325	968,452	999,104	30,652
NOVEMBER	1,385,228	1,507,280	122,052	461,743	502,428	40,685	923,484	1,004,852	81,368
DECEMBER	1,389,443	1,573,317	183,874	463,148	524,440	61,292	926,294	1,048,877	122,583
JANUARY	1,564,118	1,604,214	40,096	521,374	534,739	13,365	1,042,744	1,069,475	26,731
FEBRUARY	1,562,856	1,652,707	89,851	520,953	550,903	29,950	1,041,903	1,101,803	59,900
MARCH	1,374,462	1,395,078	20,616	458,155	465,027	6,872	916,307	930,051	13,744
APRIL	1,348,649	0	0	449,551	0	0	899,098	0	0
MAY	1,413,677	0	0	471,227	0	0	942,450	0	0
JUNE	1,428,952	0	0	476,318	0	0	952,634	0	0
TOTAL	17,540,057	13,793,732	444,953	5,846,697	4,597,920	148,319	11,693,357	9,195,812	296,637

Total Sales Tax Check

MONTH	ACTUAL 2012-2013	ACTUAL 2013-2014	DIFFERENCE	ACTUAL 2012-2013	ACTUAL 2013-2014	DIFFERENCE
JULY	0	0	0	3,052,667	3,041,463	(11,204)
AUGUST	0	0	0	3,335,569	3,118,713	(216,856)
SEPTEMBER	0	0	0	2,851,746	2,964,784	113,038
OCTOBER	0	0	0	2,905,360	2,997,315	91,955
NOVEMBER	0	0	0	2,770,455	3,014,560	244,105
DECEMBER	0	0	0	2,778,885	3,146,633	367,748
JANUARY	0	0	0	3,128,236	3,208,427	80,191
FEBRUARY	0	0	0	3,125,711	3,305,413	179,702
MARCH	0	0	0	2,748,923	2,790,156	41,233
APRIL	0	0	0	2,697,298	0	0
MAY	0	0	0	2,827,354	0	0
JUNE	0	0	0	2,857,904	0	0
TOTAL	0	0	0	35,080,108	27,587,464	889,912

Jay L. Heinrichs
03/10/2014

Sales Tax Income Comparison FY 2013 to FY 2014

Last Updated: 03/11/14

Month Received	Increase Decrease	%Increase %Decrease	Sales Tax 2012-2013	Use Tax 2012-2013	Tobacco Tax 2012-2013	Total 2012-2013	Sales Tax 2013-2014	Use Tax 2013-2014	Tobacco Tax 2013-2014	Total 2013-2014
July	\$15,805	-0.49%	\$ 3,052,667	\$ 159,078	\$ 40,666	\$ 3,252,411	\$ 3,041,463	\$ 159,187	\$ 35,956	\$ 3,236,606
August	\$207,652	-5.84%	\$ 3,335,569	\$ 179,155	\$ 42,337	\$ 3,557,061	\$ 3,118,713	\$ 192,136	\$ 38,560	\$ 3,349,409
September	\$97,430	3.16%	\$ 2,851,746	\$ 175,063	\$ 52,914	\$ 3,079,723	\$ 2,964,784	\$ 168,961	\$ 43,408	\$ 3,177,153
October	\$121,473	3.97%	\$ 2,905,360	\$ 127,537	\$ 29,348	\$ 3,062,245	\$ 2,997,315	\$ 156,470	\$ 29,933	\$ 3,183,718
November	\$289,586	9.98%	\$ 2,770,455	\$ 93,254	\$ 38,058	\$ 2,901,767	\$ 3,014,560	\$ 139,532	\$ 37,261	\$ 3,191,353
December	\$367,068	12.35%	\$ 2,778,885	\$ 156,879	\$ 35,813	\$ 2,971,577	\$ 3,146,633	\$ 152,479	\$ 39,533	\$ 3,338,645
January	\$30,309	0.90%	\$ 3,128,236	\$ 203,254	\$ 38,388	\$ 3,369,878	\$ 3,208,427	\$ 149,334	\$ 42,426	\$ 3,400,187
February	\$177,370	5.28%	\$ 3,125,711	\$ 195,146	\$ 35,774	\$ 3,356,631	\$ 3,305,413	\$ 202,370	\$ 26,218	\$ 3,534,001
March	\$36,613	1.25%	\$ 2,748,923	\$ 142,120	\$ 31,030	\$ 2,922,073	\$ 2,790,156	\$ 135,315	\$ 33,215	\$ 2,958,686
April		0.00%	\$ 2,697,298	\$ 143,444	\$ 33,790	\$ 2,874,532				
May		0.00%	\$ 2,827,354	\$ 156,696	\$ 38,827	\$ 3,022,877				
June		0.00%	\$ 2,857,904	\$ 188,842	\$ 39,851	\$ 3,086,597				
Total			\$ 35,080,108	\$ 1,920,468	\$ 456,796	\$ 37,457,372	\$ 27,587,464	\$ 1,455,784	\$ 326,510	\$ 29,369,758
To-Date	\$896,392	3.15%	\$ 26,697,552	\$ 1,431,486	\$ 344,328	\$ 28,473,366	\$ 27,587,464	\$ 1,455,784	\$ 326,510	\$ 29,369,758

City of Broken Arrow

Sales Tax

Percentage Increase/Decrease by Year

Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 2,544,247.96	2.25%	\$ 2,601,595.46	2.21%	\$ 2,659,194.92	14.80%	\$ 3,052,667.19	-0.37%	\$ 3,041,463.35
August	2,525,576.81	6.27%	2,683,813.82	3.21%	2,769,989.02	20.42%	3,335,569.12	-6.50%	3,118,713.11
September	2,493,530.16	9.54%	2,731,522.43	-2.60%	2,660,577.70	7.19%	2,851,746.24	3.96%	2,964,784.12
October	2,435,444.25	8.90%	2,652,242.60	6.53%	2,825,459.86	2.83%	2,905,360.29	3.17%	2,997,315.08
November	2,160,365.11	14.35%	2,470,457.51	6.82%	2,639,013.77	4.98%	2,770,454.53	8.81%	3,014,559.68
December	2,661,166.28	-5.98%	2,501,926.36	7.81%	2,697,421.10	3.02%	2,778,884.71	13.23%	3,146,632.69
January	2,507,827.05	6.81%	2,678,525.75	6.76%	2,859,678.57	9.39%	3,128,236.30	2.56%	3,208,426.82
February	2,857,580.35	-0.31%	2,848,689.26	9.02%	3,105,771.79	0.64%	3,125,711.37	5.75%	3,305,413.24
March	2,343,415.57	5.18%	2,464,902.30	5.15%	2,591,952.96	6.06%	2,748,922.96	1.50%	2,790,155.74
April	2,387,596.87	-0.58%	2,373,742.65	11.78%	2,653,266.24	1.66%	2,697,298.12		
May	2,560,177.49	3.66%	2,653,778.11	6.33%	2,821,647.84	0.20%	2,827,354.20		
June	2,667,423.93	-3.67%	2,569,523.76	5.34%	2,706,818.00	5.58%	2,857,904.23		
Total	\$30,144,351.83	3.60%	\$ 31,230,720.01	5.64%	\$32,990,791.77	6.33%	\$35,080,109.26		\$27,587,463.83
Year-To-Date	\$ 22,529,153.54	4.90%	\$ 23,633,675.49	4.97%	\$24,809,059.69	7.61%	\$ 26,697,552.71	3.33%	\$27,587,463.83

The above does not include any interest earnings.

Sales Tax by year

Jay L. Heinrichs
03/10/2014

City of Broken Arrow

Use Tax

Percentage Increase/Decrease by Year

Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 178,129.21	-27.78%	\$ 128,653.73	9.78%	\$ 141,242.19	12.63%	\$ 159,078.17	0.07%	\$ 159,186.98
August	145,509.81	26.58%	184,179.81	-26.19%	135,945.48	31.78%	179,155.17	7.25%	192,135.64
September	121,499.98	68.70%	204,965.33	-9.52%	185,459.34	-5.61%	175,063.12	-3.49%	168,960.62
October	182,698.28	-19.00%	147,981.56	29.32%	191,376.01	-33.36%	127,536.87	22.69%	156,469.61
November	125,785.01	26.58%	159,215.35	31.63%	209,577.21	-55.50%	93,254.48	49.62%	139,531.53
December	92,114.77	115.21%	198,235.99	-22.15%	154,323.86	1.66%	156,879.40	-2.80%	152,479.37
January	154,198.66	38.61%	213,739.69	-12.50%	187,014.36	8.68%	203,253.62	-26.53%	149,334.27
February	123,622.36	54.83%	191,407.17	17.25%	224,420.69	-13.04%	195,145.53	3.70%	202,370.13
March	85,929.57	50.71%	129,508.03	12.35%	145,504.92	-2.33%	142,120.00	-4.79%	135,314.85
April	144,850.29	-11.16%	128,681.79	48.28%	190,813.83	-24.83%	143,444.19		
May	155,290.38	-8.11%	142,689.36	1.28%	144,511.85	8.43%	156,695.98		
June	143,768.21	104.65%	294,219.66	-34.16%	193,702.66	-2.51%	188,841.59		
Total	\$ 1,653,396.53	28.43%	\$ 2,123,477.47	-0.92%	\$ 2,103,892.40	-8.72%	\$ 1,920,468.12		\$ 1,455,783.00
Year-to Date	\$ 1,209,487.65	28.81%	\$ 1,557,886.66	1.09%	\$ 1,574,864.06	-9.10%	\$ 1,431,486.36	1.70%	\$ 1,455,783.00

USETAX

Jay L. Heinrichs
03/10/2014

City of Broken Arrow

Tobacco Tax

Percentage Increase/Decrease by Year

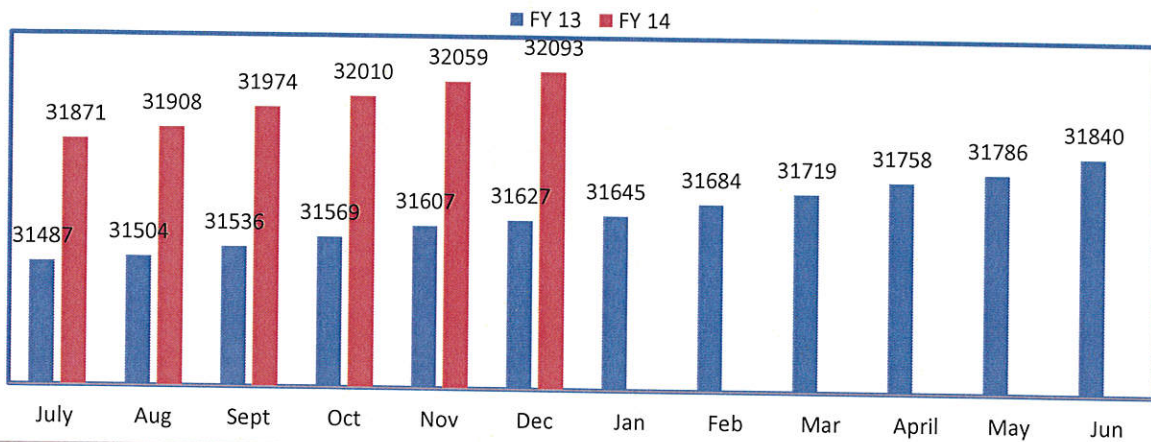
Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 35,237.62	27.80%	\$ 45,032.11	7.05%	\$ 48,205.05	-15.64%	\$ 40,665.78	-11.58%	\$ 35,956.03
August	39,726.63	-10.31%	35,632.30	7.96%	38,466.86	10.06%	42,337.43	-8.92%	38,559.52
September	27,865.70	43.49%	39,984.00	1.30%	40,501.86	30.65%	52,914.27	-17.97%	43,407.70
October	36,832.96	15.83%	42,662.44	7.28%	45,770.12	-35.88%	29,347.82	2.00%	29,933.41
November	30,717.23	14.52%	35,175.90	2.16%	35,937.02	5.90%	38,057.54	-2.09%	37,261.12
December	33,412.78	-1.05%	33,061.18	27.28%	42,080.04	-14.89%	35,813.26	10.39%	39,532.64
January	40,067.22	2.74%	41,163.74	-4.55%	39,290.53	-2.30%	38,388.42	10.52%	42,426.00
February	31,177.79	-7.28%	28,908.30	25.55%	36,294.46	-1.43%	35,774.02	-26.71%	26,218.33
March	31,115.41	11.85%	34,803.03	10.11%	38,322.15	-19.03%	31,029.81	7.04%	33,214.51
April	39,742.95	6.85%	42,463.63	-6.38%	39,752.83	-15.00%	33,790.15		
May	35,337.22	-5.31%	33,462.38	13.27%	37,904.04	2.43%	38,826.86		
June	35,375.00	11.45%	39,424.28	8.28%	42,689.64	-6.65%	39,851.29		
Total	\$ 416,608.51	8.44%	\$ 451,773.29	7.40%	\$ 485,214.60	-5.86%	\$ 456,796.65		\$ 326,509.26
Y-T-D	\$ 306,153.34	9.89%	\$ 336,423.00	8.46%	\$ 364,868.09	-5.63%	\$ 344,328.35	-5.18%	\$ 326,509.26

Tabacco Tax

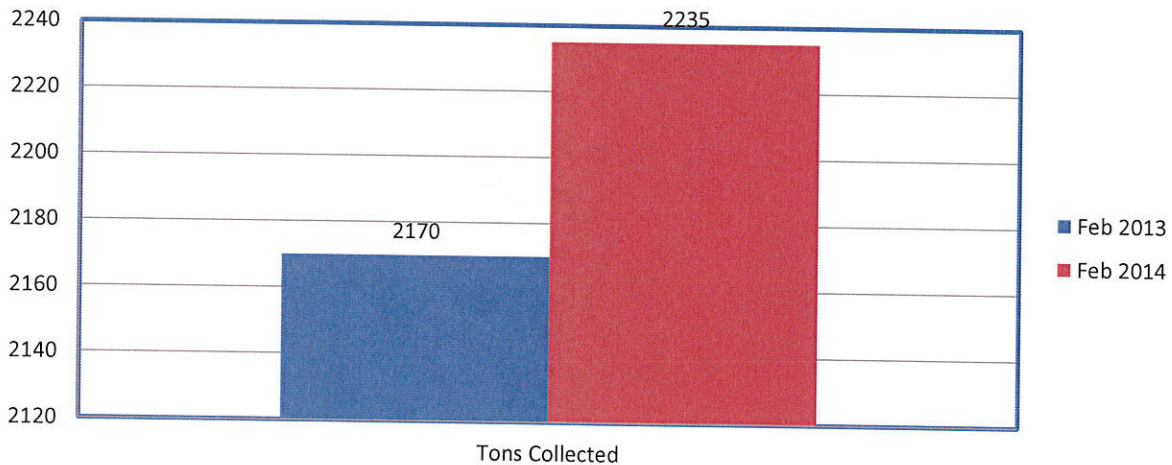
Jay L. Heinrichs
03/11/2014

General Services Monthly Report February 2014

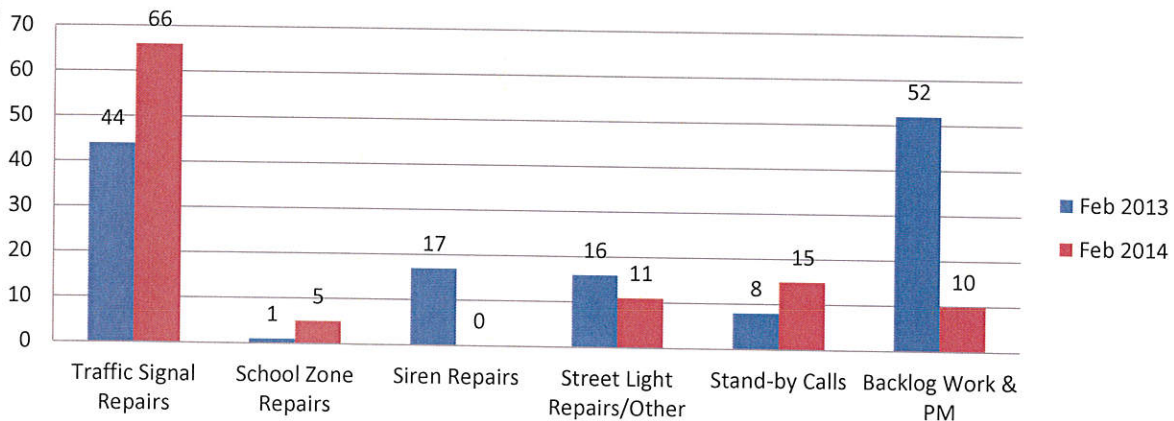
Refuse Accounts



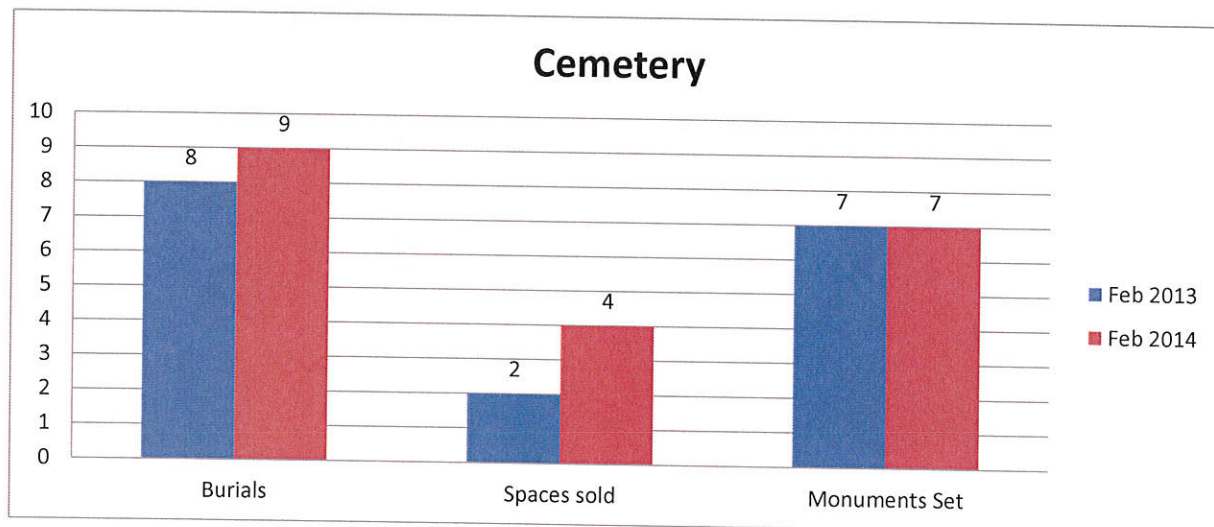
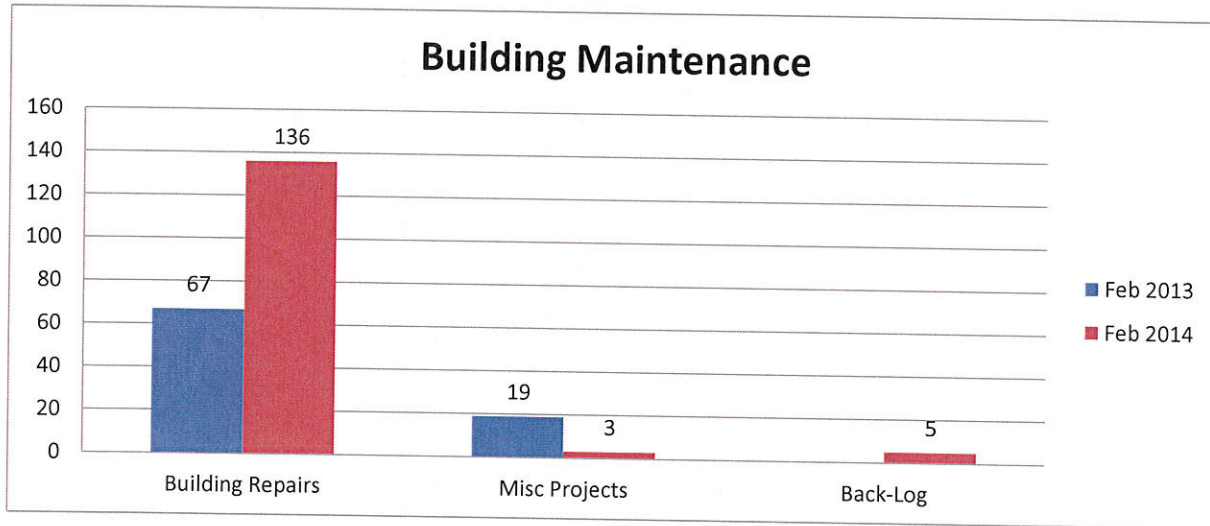
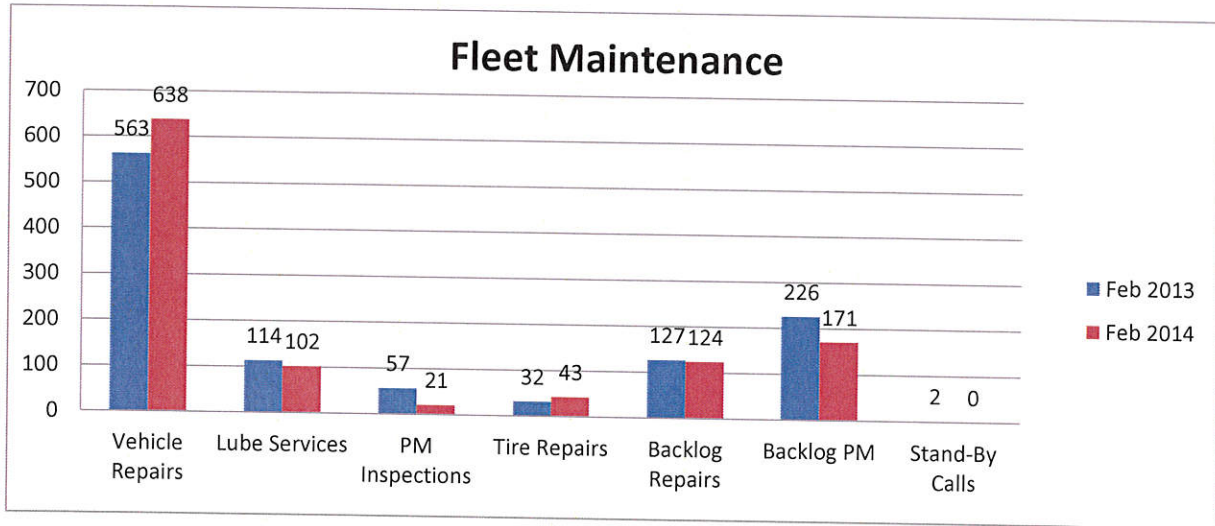
Refuse Collected -Tons



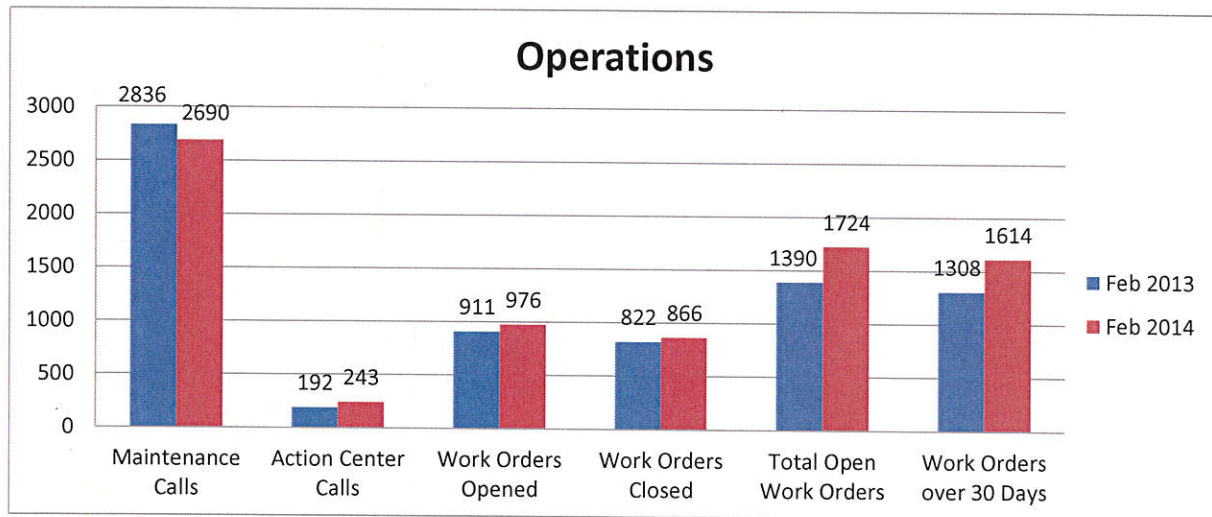
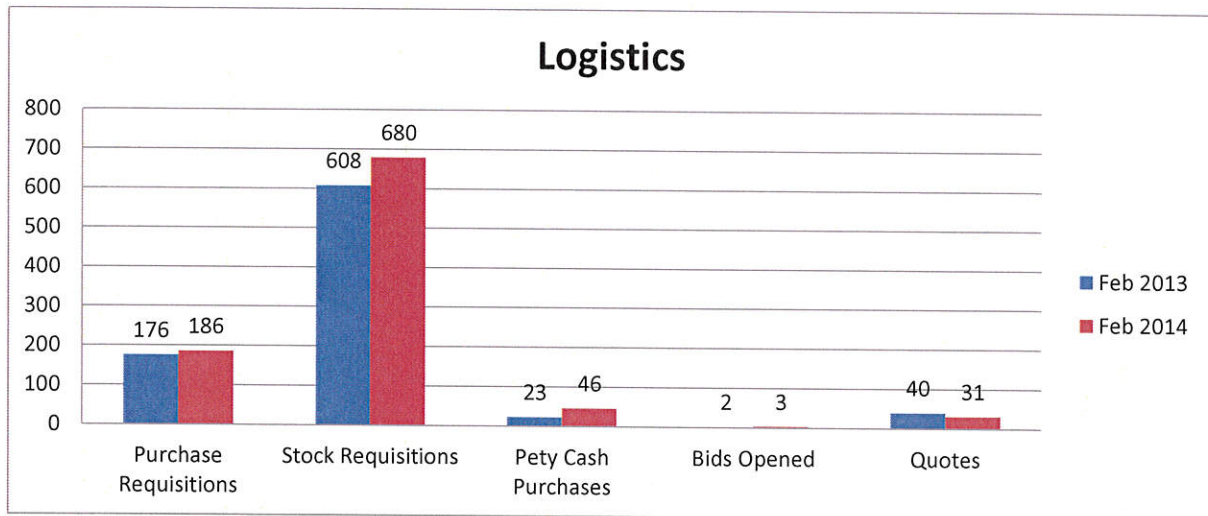
Signal Maintenance



General Services Monthly Report February 2014



General Services Monthly Report February 2014





Memorandum

To: Thom Moton, City Manager

From: Michael Skates, Director of Development Services

Date: March 4, 2014

Subject: Notice of Special Event Permits Approved

The following special event applications were approved by the Broken Arrow Special Events Committee.

Event	Event Begins	Event Ends	Sponsors/Event Organizers	Police/Fire	Expected Attendance	Road Closure
ShamROCK the Rose District	03-15-14	03-15-14	BA Buzz	Yes	2,000	Yes – Main from Dallas to Commercial
Just Between Friends	03-27-2014	03-31-2014	Just Between Friends	No	2,000	None
Community Carnival	04-19-2014	04-19-2014	The Assembly of Broken Arrow	No	2,000	None
Craft District	04-25-2014	04-26-2014	CraftDistrict.net	No	400	None
Cure FA Walk	05-03-2014	05-03-2014	Christin Haun and Chris Mills	Yes	200	None
Broken Arrow Reggae & Cultural Festival	Event	Cancelled				
Rose Pedal Race (Bike)	05-23-2014	05-25-2014	Spokehouse – Zach Pfaff	Yes	900-1,000	Tentative event – road closure will be included when firm date is established
Tulsa Tour de Cure	05-31-2014	05-31-2014	St. Francis	Yes	650	None
Wine, Eats and Easels	06-13-2014	06-13-2014	Friends of Broken Arrow	Yes	1,500	None
Rockets over Rhema	06-29-2014	06-29-2014	Rhema Bible College	Yes	30,000	Various Roads in the area surrounding Rhema – Plan to be submitted before event.
Chalk It Up	06-06-2014	06-07-2014	City of Broken Arrow	Yes	500-750	Yes, Main Street from Broadway to Dallas.
Taste of Summer	07-19-2014	07-19-2014	Chamber of Commerce	Yes	10,000	None

2. GENERAL CORRESPONDENCE / NOTIFICATION

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager

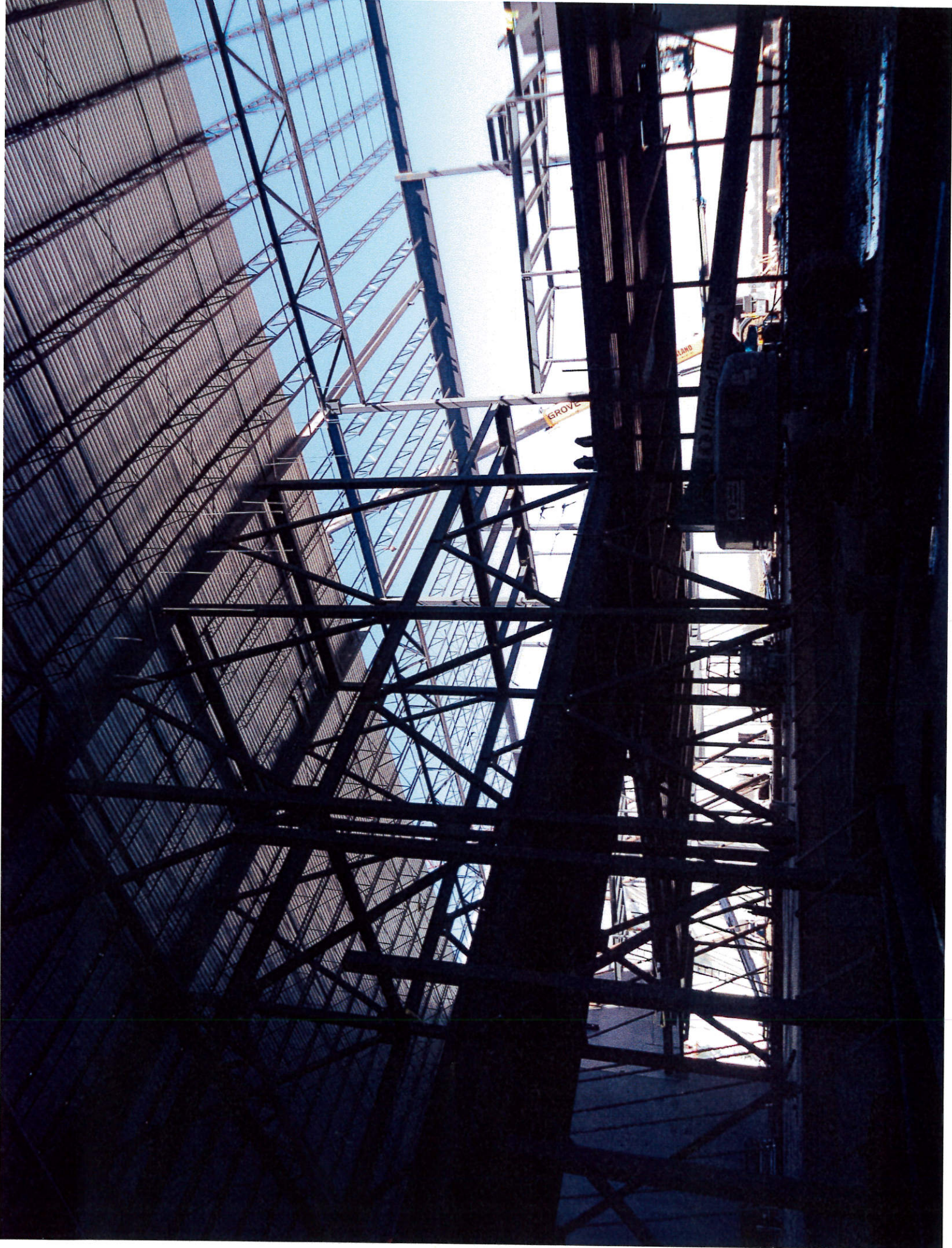
From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Communications Director

Date: March 12, 2014

Re: Warren Theatre / NTC

Mr. Moton, I am attaching the latest photos memorializing the construction progress of the Warren Theatre.







INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager
**From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Director of Communications**
Date: March 11, 2014
Re: Broadway and Main Construction / NTC

Mr. Moton, I am attaching a press release concerning a road improvement project on Broadway from Main Street to Elm Pl.

PRESS RELEASE

Contact: Norman Stephens
Acting Director of Communications
City of Broken Arrow
Phone: (918) 259-2410
Mobile: (918) 557-3178
Fax: (918) 259-8226

Broadway Street Construction Project

Broken Arrow, Okla. (March 11, 2014) – The City of Broken Arrow has contracted with Crossland Heavy Contractors for a road improvement project on Broadway from Main Street to Elm Pl. The project will begin March 24, 2014 and will involve the construction of streetside parking, streetscaping, milling and overlay of the current pavement. The construction will result in temporary lane closures and should be completed in August 2014. The improvements to Broadway will match the recent streetscape improvements in the Rose District.

###



BROKEN ARROW POLICE DEPARTMENT
1101 N. 6th Street, Broken Arrow, OK 74012
PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No. **PIO-14-10**

Date: **3-14-14**

Subject: **Broken Arrow Police Department conducts alcohol compliance checks**

Authority/Title: Sgt. Nester/Cpl Leon Calhoun

Phone Number: 918-451-8200 ext. 8517/ Text: 918-720-5098

On 3-13-14, Officers with the Broken Arrow Police Department conducted compliance checks on over 35 local businesses for sale of beer and liquor to minors. Three stores failed to comply with mandatory ID verification laws resulting in the sale to minors, and were issued citations to appear in court for the violation.

The operation was funded through a grant from the Department of Mental Health and Substance Abuse Services in conjunction with the Tulsa County Sheriff's office.



March 04, 2014

City of Broken Arrow

MAR 10 2014

City Manager's Office

City Manager Thom Moton
220 S 1 St
Broken Arrow, OK 74012

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Broken Arrow on earning recognition as a 2013 Tree City USA. Residents of Broken Arrow ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Broken Arrow and thank you for helping to create a healthier planet for all of us.

Best Regards,

A handwritten signature in black ink, appearing to read "John Rosenow".

John Rosenow
Chief Executive

cc: Chris Ohler

enclosure

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Broken Arrow Tree City USA

Broken Arrow, OK was named a 2013 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Broken Arrow achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Broken Arrow make smart investments in urban forests," said John Rosenow, founder and chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

3. SPECIAL EVENTS / ACTIVITIES



CITY OF
BROKEN ARROW
Where opportunity lives

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager

From: Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism

Date: March 10, 2014

Re: Vietnam Veterans' Memorial Day at the Military History Museum

Col. RW Powell has advised me that the Military History Museum will be hosting a Vietnam Veterans' Memorial Day on Thursday, March 20, 2014 from 10:00 a.m. – 3:00 p.m. He is planning the program for the day with the Vietnam Veterans' Chapter 216; at this time the program has not been finalized.

INTEROFFICE MEMO

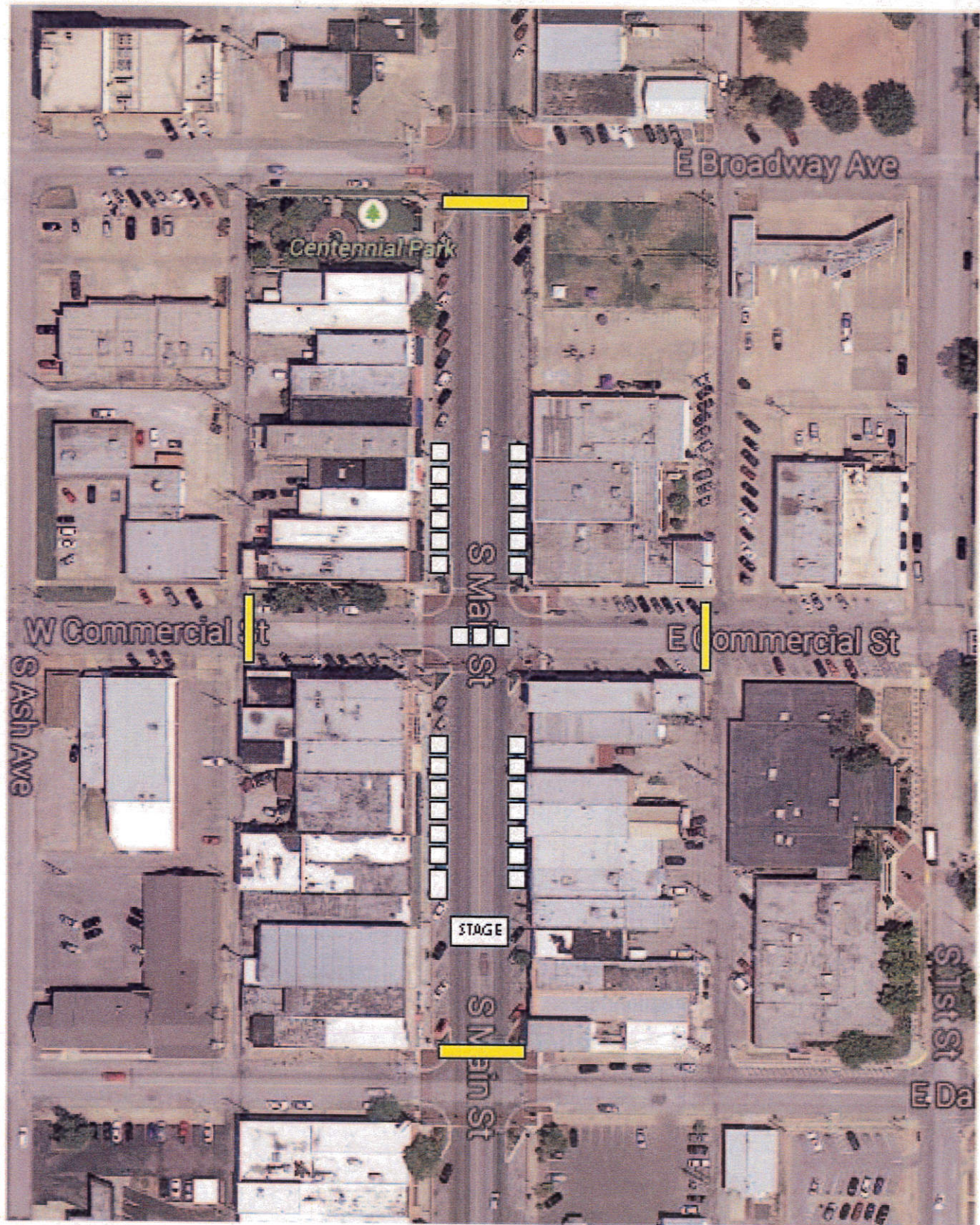
To: Thomas Moton Jr., City Manager
From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Director of Communications
Date: March 12, 2014
Re: Chick-Fil-A Event / NTC

Mr. Moton, I am providing you with an update for the March 15, 2014 Chick-Fil-A event taking place at the site of their newest location, just west of Walgreens near Kenosha and Lynn Lane.

- 11:00 – Chick-Fil-A will start serving food (they are starting early but not advertising it)
- 11:30 – Event officially begins
- 11:40 – 11:50 – Presentation from the stage
- 11:50 – 12:30 – Alaska and Madi (girls from the TV show The Voice) sing
- 12:05 (approximately) – Helicopter flies over head to drop parachuting, small, stuffed, cows.
- 1:30 – Conclusion of event.

Mr. Greeno, owner of the franchise location has requested two off-duty Broken Arrow Police Officers to be at the event in case the crowd gets bigger than the expected 250-300 people. April Sailsbury with the BA Chamber of Commerce is serving as the liaison between the City and Mr. Greeno.

"ShamRock The Rose" Preliminary Site Plan





BROKEN ARROW

Where opportunity lives

APPLICATION FOR SPECIAL EVENT PERMIT

Application should be made no later than 60 days prior to event.

Permit Number _____ Date Approved _____ by _____ Fee \$ _____

LOCATION

Name of Event: ShamROCK the Rose District Date(s) of Event March 15th, 2014

Location Rose District - Broadway to Dallas Hours of operation/event: 7:00am-midnight

Number

(Street Name)

Is this a new event?: ☒ YES NO If yes, how many years?: _____ Is the General Public invited? ☒ YES NO

Expected attendance: 1500-2000

Type of Event: ☒ Concert ☐ Wedding ☐ Parade ☐ 5K Run ☐ Bicycle Ride ☐ Motorcycle Ride ☐ Sporting Event
Other: Downtown Event

Form(s) of advertising: Social Media, Billboard, print

CONTACT

Organization/Group/Individual producing the event: BA Buzz / Rose District / Main St. Merchants and/or Arts & Humanities
Contact person(s) in Charge of the event:

Name: Debra Wimpee

Phone: 918-850-3654

Email: debwimpee@cox.net

Name: Luke Owens

Phone: _____

Email: getwrapped@yahoo.com

SPECIAL CIRCUMSTANCES

1. Is use of a helicopter planned? (See Ordinance #1985) YES ☐ NO ☒

2. Is a parade being requested? (See Ordinance #2058) YES ☐ NO ☒

If yes, please attach details to include the names of all streets for the specific route with a map of the proposed route.

3. Will a Public Address System be used? ☒ YES NO ☐

4. Will there be an Event Stage? (permit may be required) ☒ YES NO ☐

If yes, what type?, dimensions? Request City stage

5. Will Street closing(s) be requested? ☒ YES NO ☐

If yes, please attach details to include the names of all streets to be considered for closing with a map of the proposed area. Street Closings will require approved traffic control devices including barricades and signs that must be furnished by the event organizers. All traffic control equipment for approved street closings must meet federal guidelines and be approved by City Officials. Traffic Control Provider: Street names listed above / Commercial Side streets to alleys

6. Is there a need for traffic control? ☒ YES NO ☐

If yes, please provide details about what type of traffic control will be needed and provided for intersections, entry & exit for event traffic and/or pedestrian crossings. State Law requires that in most cases state certified police officers must be used for traffic control on public streets. If traffic control is provided by the Broken Arrow Police Department, the cost for officers to provide this service shall be reimbursed to the City or paid in advance for police officers working the event. Reserve Officers

7. Have arrangements been made for Event Parking? Available Downtown parking YES ☐ NO ☒

☐ Paved ☐ Unpaved ☐ Both Approximate number of Parking Spaces for the Event: _____
Describe event parking locations in an attachment as well as a map showing event parking areas related to the event site.

Will you provide on-site Parking Control? ☒ YES NO ☐

If yes, please describe: Volunteers & Signage

8. Have county health department permits been obtained? YES ☐ NO ☒

Tulsa/Wagoner County Health Department Responsibility of food truck vendors

9. Will signage of any kind be used? ☒ YES NO ☐

If yes, a permit is required (in most cases). Temporary Banners

10. Will Tents be used onsite? YES ☐ NO ☒

If yes, a building permit is required for each tent. The fee for a tent permit is \$0.36 per square foot plus \$50.00, not to exceed \$143.00. Tents less than 200 sq ft do not require a permit.

11. Will there be sales associated with the event? Responsibility of vendors ☒ YES ☐ NO
Please provide vendor names and OK TAX ID on attachment.
12. Please list vendors, the number of locations they are allowed to have (each booth or location) and the type of alcohol they will be permitted to sell (Wine, Malt Beverages, Distilled Spirits) (use separate paper if needed)
*See the Siteplan
13. Will you be using a licensed caterer to supply alcoholic beverages and food for the event? YES ☐ NO ☒
14. Will alcoholic beverages or low point beer be served/sold at the event? ☒ YES ☐ NO
15. Will this event require Event Security? ☒ YES ☐ NO
Note that the City of Broken Arrow may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.
16. Have arrangements been made for Special Event Security? ☒ YES ☐ NO
If yes, indicate the type of security provided by checking one or more of the following:
☐ Volunteers ☐ Uniformed ☐ Armed ☐ Unarmed ☒ Other Work w/ the City to provide security
If security is provided by the City, associated costs shall be reimbursed to the City or paid in advance for Broken Arrow Police Officers to work the event.
17. Will you provide on-site Medical or First Aid Care? YES ☐ NO ☒
If yes, provide details: _____
18. Will Event Staff have direct communications? ☒ YES ☐ NO
☐ Radios ☒ X Cell Phones ☐ Other: _____
19. Will the Event involve any type of fireworks or pyrotechnics? YES ☐ NO ☒
If yes, please describe: _____
20. Will there be any type of Hazardous Materials on site during the event? YES ☐ NO ☒
If yes, please describe: _____
21. Will the event involve any type of firearms or replica firearms? YES ☐ NO ☒
If yes, please describe: _____
22. Have special arrangements been made with commercial trash dumpsters? ☒ YES ☐ NO
Disposal Provider: _____
23. Have adjacent property/business owners been notified? YES ☐ NO ☒
Private property events: Please attach petition with signatures of all owner/occupants within 300' radius (is required)
24. Have special arrangements been made for:

Water Service?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>Generators or elec provided by City</u> Provider: <u>Will contract / At your service</u> Provider: <u>Will contract</u> Provider: <u>Will contract / Volunteers</u> Provider: <u>Food truck, local restaurants</u>
Electrical services?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Restroom facilities?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Trash barrels?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Site cleanup?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Food & Beverage Sales or Service?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
25. Does the Organization/Group intend to charge a fee to spectators to witness the event? YES ☐ NO ☒
If a fee is involved, identify the costs charged and describe: _____
26. Does the Organization/Group intend to charge participants (food, runners, booths, floats, vehicles, etc)? ☒ YES ☐ NO
If a fee is involved, identify the costs charged and describe: Vendors (Arts/craft) for booth space
27. If this is a Run or Ride, how will you mark the route for participants? _____ No
28. Will you provide a Marked Rear and/or Lead Escort Vehicle for the Run/Ride? YES ☐ NO ☒

SPECIAL NOTICES

Please attach a site map/drawing of the entire event area to include marking the location of any stage, tents, medical facilities, food service areas, restroom facilities, paved & unpaved parking areas, event staff parking & work areas, refuse disposal areas, pedestrian crossings &/or routes. Also attach flyers, brochures or additional sheets as needed.

If the City of Broken Arrow right-of-way will be utilized or event is on a City owned property, then a Certificate of General Liability Insurance in the amount of \$1 million, naming the City of Broken Arrow as beneficiary, is required. Events considered private events may be exempt.

An application to the Oklahoma Tax Commission for a special event permit at least twenty (20) days prior to the event, is required per O.S. 2003 § 1364.2)

If necessary, a final coordination meeting with appropriate City representatives will be held no later than one (1) week prior to the event.

Applicant Signature _____ Date _____

Printed Name (Applicant)/Title _____

Property Owner Signature _____ Date _____

Printed Name (Property Owner) _____

City Council Approval: N/A Applicable **Status:** Approved Denied Date _____

Special Events Committee review: Date: _____ **Approved** **Denied**

Police Department: _____ **Date:** _____

Fire Department: _____ **Date:** _____

Development Services: _____ **Date:** _____

Parks and Recreation: _____ **Date:** _____

Streets and Stormwater: _____ **Date:** _____

Special Conditions:

SHAMROCK Vendors

Paid	Amount	Vendor	Contact Name	Email	Phone	Elec Needed	Door Prize
Yes CK	\$ 40.00	BA Gold & Pawn	Larry				YES
Yes CK	\$55	A Lil Bit Retro	Pat Stang	alilbitretro@cox.net	918-933-4448	YES	YES
Yes CK	\$55	Agnes Mae Kumquats	Rhonda Burrige	rhondaburrige@live.com	918-378-3464	YES	YES
Yes CK	\$55	Adorned Fashions	Tracie Carlton	traciecarlton@rocketmail.com	918-955-6108	Yes	YES
Yes CK	\$55	It Works	Lauren Bryan	phifer24@gmail.com	816-799-7132		
		Avon	Yvonne	ysavon@rocketmail.com			
		Passions By Design	Candi Mc				
		Scentsy	Rachel Pritchard	rachelpritchard@live.com	918-816-1564		
	NC	Go Bald or Go Home	Amy Bell	amypatriciabell@gmail.com	918-808-6581		
Yes CK	\$40	ACE	Tamera Easterly	starimage3@aol.com	918-978-7827		
		Joy C Photography	Joy Thompson	joylettacthompson@gmail.com			
Yes Ck	\$40	BA Diagonostic	AnnDee	anndee23@yahoo.com	918-851-8270	no	

SHAMROCK FOOD TRUCKS

Paid	Amount	Food Truck	Contact Name	Email	Phone	Elec Needed	Ins	Food handlers	Event Permit	Door Prize
Yes CK	\$115	Sweet Daddy Corn	Cheri Patton	info@sweetdaddydycorn.com	918-381-4743	YES	YES	YES	YES	YES
Yes CK	\$115	T-Town Burgerz & More	Kimberly Sues	ttownburgerz@cox.net	918-550-0304	YES	YES	YES	YES	
Yes CK	\$100	Kona Ice	Connie Sipes	csipes27@gmail.com	918-407-6267		YES	YES	YES	
Yes Cash	\$100	Smokin Howards BBQ	Howard Hastings	smokinhowardsbbq@yahoo.com	918-409-6054		YES	YES	YES	
Yes CK	\$115	The Bone Pile	Lisa Baker	thebonepileft@outlook.com	918-609-3144	YES	YES	YES	YES	YES
	\$100	In the Raw On the Roll	Gina Cattaneo	gcattaneobrown@gmail.com	918-519-3198		YES	YES	YES	YES

NOTICE AND AGENDA OF SPECIAL JOINT
WORK STUDY SESSION
FOR THE
BROKEN ARROW CITY COUNCIL
AND
BROKEN ARROW MUNICIPAL AUTHORITY

CITY HALL MAIN CONFERENCE ROOM
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012

March 18, 2014

4:30 PM

1. Call to Order the City Council and the Broken Arrow Municipal Authority
2. Roll Call for the City Council and the Broken Arrow Municipal Authority
3. Pledge of Allegiance to the Flag
4. General Council and Authority Business
5. Remarks and Inquiries by City Council and Authority Members
6. Remarks by City Manager
7. Adjournment

NOTICE: *If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's desk at the entrance door. Please turn in your form prior to the start of the meeting. Remarks are limited to items on the currently posted agenda, or relevant business.*

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings.

Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

POSTED is 14th day of March, 2014, at 9:05 a.m./p.m.


City Clerk

EVENT ATTENDANCE

BROKEN ARROW CITY COUNCIL

EVENT AND LOCATION:

CHARLESTON'S RESTAURANT
251 EAST HILLSIDE DRIVE
BROKEN ARROW, OKLAHOMA 74012

March 15, 2014

3:00 PM -4:30 PM

Purpose of Event

Attendance and participation in luncheon to provide an opportunity for City Councilors to meet the new Broken Arrow Assistant City Manager, Mr. Jeff Jenkins

POSTED this 12th day of March, 2014, at 4:54 pm p.m.


City Clerk

**NOTICE AND AGENDA OF SPECIAL JOINT
WORK STUDY SESSION
FOR THE
BROKEN ARROW CITY COUNCIL,
BROKEN ARROW MUNICIPAL AUTHORITY AND
BROKEN ARROW ECONOMIC DEVELOPMENT AUTHORITY**

**CITY HALL MAIN CONFERENCE ROOM
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012**

March 20, 2014

5:30 PM – 7:00 PM

1. **Call to Order for the City Council, the Broken Arrow Municipal Authority and the Broken Arrow Economic Development Authority**
2. **Roll Call for the City Council, the Broken Arrow Municipal Authority and the Broken Arrow Economic Development Authority**
3. **Pledge of Allegiance to the Flag**
4. **Invocation**
5. **General City Council, Broken Arrow Municipal Authority and Broken Arrow Economic Development Authority Business**
 - A. Presentation by The Mercer Group, Inc. regarding strategic planning for the City of Broken Arrow; and, discussion and possible action, including feedback from the Broken Arrow City Council, Broken Arrow Municipal Authority and Broken Arrow Economic Development Authority Members regarding the presentation and strategic plan development for the City of Broken Arrow
6. **Remarks and Inquiries by Governing Body, Municipal Authority and Economic Development Authority Members**
7. **Remarks by City Manager**
8. **Adjournment for the City Council, the Broken Arrow Municipal Authority and the Broken Arrow Economic Development Authority Special Joint Work Study Session**

NOTICE: *If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's table or at the entrance door. Please turn in your form prior to the start of the meeting. Topics are limited to items on the currently posted agenda, or relevant business.*

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings. Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

POSTED this 14th day of March, 2014, at 12:05 a.m./p.m.
Marye Boyce
City Clerk

**NOTICE AND AGENDA OF SPECIAL JOINT
WORK STUDY SESSION FOR THE
BROKEN ARROW CITY COUNCIL
AND
BROKEN ARROW MUNICIPAL AUTHORITY**

**CITY HALL MAIN CONFERENCE ROOM
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012**

April 1, 2014

4:30 PM – 6:15 PM

- 1. Call to Order for the City Council and the Broken Arrow Municipal Authority**
- 2. Roll Call for the City Council and the Broken Arrow Municipal Authority**
- 3. Pledge of Allegiance to the Flag**
- 4. Invocation**
- 5. General Council and Authority Business**
 - A. Presentation, discussion and possible action, including feedback and direction from the City Council and Authority members on the operations, operational costs, services, funding and staffing related to water, sanitary sewer and stormwater cost of service and rate designs
- 6. Remarks and Inquiries by Governing Body and Authority Members**
- 7. Remarks by City Manager**
- 8. Adjournment of the City Council and Broken Arrow Municipal Authority Special Joint Work Study Session**

NOTICE: *If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's table or at the entrance door. Please turn in your form prior to the start of the meeting. Topics are limited to items on the currently posted agenda, or relevant business.*

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings.

Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

POSTED this 14th day of March, 2014, at 12:05 a.m. (p.m.)
Manly Bynum
City Clerk